Classified Personnel Exhibit #4019.21/2

CODE OF ETHICS: CLASSIFIED EMPLOYEES

CLASSIFIED EMPLOYEES

School employees who are in daily contact with many phases of educational work should be persons whose conduct is beyond reproach and who sincerely believe in the advancement of education and of working conditions.

Classified employees shall:

- 1. Be proud of their vocation and their best endeavors to elevate the standards of the position for high quality of service.
- 2. Be a person of integrity, clean speech, desirable personal habits, and physical fitness.
- 3. Be just in criticism and be generous in praise; to improve and not destroy.
- 4. At all times be courteous in relations with students, parents, teachers and others.
- 5. Be a resourceful person who readily adapts to different kinds of work and changed conditions and finds better ways to do things.
- 6. Conduct themselves in a spirit of friendly helpfulness to fellow employees.
- 7. Associate with employees of other Districts for the purpose of discussing school problems and cooperating in the improvement of public school conditions.
- 8. Always uphold their obligations as a citizen to the nation, state, school District and community, and give them unswerving loyalty.
- 9. Promote the efficiency and raise the standards of all school employees and be equally obligated to assist all fellow workers.

Modified from: CALIFORNIA SCHOOL EMPLOYEES' ASSOCIATION